

KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES

Thursday, September 16, 2010, 6:30p.m.

Present: Tamara Fujinaka, Lynne Boldt, Kristen Gray (via conference call), Lory Johnson, and Sarah Willeford
Excused: Todd Beveridge and Bert Testa
Guest: None

Topic	Discussion
Call to Order	Lynne Boldt, Vice-President called the meeting to order.
Approval of Minutes	The minutes were approved as submitted.
Consent Agenda Financials, <i>Sarah Willeford</i>	Financials were reviewed.
Policy/Procedure Review Circulation Policy, <i>Sarah Willeford</i>	Changes to the circulation policy were reviewed and approved.
Personnel Update DMACC Internship	Sarah Willeford announced that DMACC student Caitlin Kingery will be an intern at the library. Kingery will be working each week with the administrative side of the library. She will complete her internship in November.
Director's Report Building Improvements Upcoming Budget Process Monthly Statistics	Sarah Willeford, Director, announced the painting has begun in the meeting room, conference room, public restrooms and hallway. The painting will be completed over the next 2-3 Fridays. The new carpet in the meeting room has been scheduled to be installed on October 15 th . The islands in the parking lot have been rocked and new plantings have been added to the front island. The parking lot repair will be addressed in the spring.
	The city will begin the 2011-2012 budget process with a meeting on September 23 rd . The department heads will receive the budget packets at this time and budget work will begin in November.
	Willeford, Director, reviewed the monthly statistics with the board. Statistics throughout the library services continue to consistently increase each year.
Old Business Library Visits	Willeford, Director, suggested possible libraries to visit to gain ideas and information about new buildings. She will work on dates and a poll will be sent out to get a consensus on the best date for the visits.

Topic	Discussion
New Business Reports to City Council Foundation	<p>It was discussed and decided that the board members will take turns giving the quarterly reports to the City Council at the council meetings. Willeford, Director, will notify board members of the schedule.</p> <p>The Library Foundation has elected a new slate of officers. A consultant will meet with them at their next meeting to help with strategic planning for the Foundation. The Cake Pan Fundraiser will begin in September.</p>
Adjournment	<p>There being no further business the meeting was adjourned at approximately 7:10 p.m.</p> <p>The next Board meeting will be Thursday, October 21, 2010, 6:30 p.m.</p>

Respectfully submitted,

Tamara Fujinaka, Acting Secretary